

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER EXECUTIVE/
FINANCE COMMITTEE MEETING**

June 27, 2013

PRESENT: Tom Diedrick, Pat Hickey, Barbara Robinson, Donajane Brasch

ABSENT: Keith Pamperin

ALSO PRESENT: Devon Christianson, Arlene Westphal, Debra Bowers, Laurie Ropson,
Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 8:37 a.m.

PLEDGE OF ALLEGIANCE.

ADOPTION OF THE AGENDA: Ms. Brasch/Ms. Hickey moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF MEETING OF MAY 24, 2012:

Ms. Brasch/Ms. Hickey moved to approve the minutes of the regular meeting of May 24, 2012.

MOTION CARRIED.

FINANCE 101 EDUCATIONAL SESSION:

A. OVERVIEW OF REVENUE STREAMS AND ALLOCATIONS: Ms. Christianson began the Finance 101 Educational Session by explaining that the ADRC of Brown County has five major funding streams from which the ACDRC receives revenue. They are the Older Americans Act (OAA), ADRC State/Federal funds, 85.21 State Transportation, County Levy, and private donations. She noted that the handouts in the board packet for agenda item 4-A are the detail and talking points for each of the Title Programs she would be discussing. Each of these funding streams requires funds to be spent according to policy. Funds are distributed to local aging units/ADRCs from Federal, State, and local sources. The challenge for the ADRC is to meet all funding source requirements without receiving adequate funding levels. Most funding sources are not able to be combined; but, the ADRC balances program needs and funding sources as creatively and effectively as possible. The percent of funds in the ADRCs total budget are as follows: OAA 19%, ADRC 48%, State Transportation 10%, Brown County 16%, and donations 7%. All OAA Funds are donation based. Ms. Christianson reviewed the detail of the OAA Funding Stream, each of its funding sources, Title Programs, how we structure where these sources are allocated, and the reporting requirements.

The next funding stream discussed was the ADRC. Ms. Christianson explained that there are really two main arms to our ADRC Funding: Information & Assistance & Options Counseling and DBS. Prevention is a core service; however, is not funded. We may not charge a fee for any of our ADRC Services and we may not fundraise for these programs. ADRCs are required to draw down 28% of all of our revenues from Medical Assistance Administrative Claiming (MA Claiming) requiring each of our staff in these areas to categorize and report everything they do every 15 minutes of their work day. The better we are at MA Claiming the more resources we can draw down. The ADRC allocation, in addition to MA Revenue captured represents our largest growth in the past six years.

The third funding stream reviewed was the 85.21 State Transportation Grant. The ADRC must match 20% of those funds with County Levy. She explained that the 85.21 State Transportation dollars are used to contract with Oneida, Red Cross, the ADRC Rural Driver Escort Program, N.E.W. Curative, the Salvation Army, and Human Services. Our Rural Driver Escort Program serves our rural areas with volunteer drivers providing rides to employment, physicians, the pharmacy, nutrition, and our of County medical services such as Marshfield and Madison.

The fourth funding stream comes from the Brown County General Property Tax Levy which has been reduced each year. We are required to return about 50% of our levy to the County in chargebacks which include administrative charges, IT, Corp. Council, the use of our building, and health insurance administration for our staff. Another \$100,000 goes to match the 85.21 State Transportation Grant and close to \$151,000 goes to Day Care services through NEW Curative.

The fifth funding stream is private donations and program fees. Some donations are restricted and some are not. An example of a restricted donation is the one we received from a private individual who wanted their donation to support outreach in our rural areas. This restricted donation was not connected to any of the other funding streams so we were able to use it to employ Jeremy Slusarek as a Rural Outreach Coordinator. This is a two year position and will help us increase participation at the Denmark Senior Center and the Nutrition Programs meeting the intention of the donation.

In summary, Ms. Christianson noted that as we move towards a new budget we need to look at all of these funding streams to see how we did last year, how are we doing this year, and what do we need to plan for.

B. REVIEW OF LOGOS MONTHLY FINANCIAL REPORT: Ms. Bowers directed those present to the May, 2013 ADRC Summary Financial Report marked agenda item 4-B that was included in the packet. She began her review of the financial report by identifying the revenue sources received by the ADRC and how to read the monthly Logos financial reports relative to those incoming funds. She pointed out each funding source that was reviewed in Ms. Christianson's report and how they can be read on this monthly report. These revenues are identified as grants; however they do not function as traditional grants. They are allocations or a contract for services based on demographics in a community, needs, and population. There are reporting requirements for each funding source received. When constructing the budget Ms. Bowers considers several things: revenue projections, operating costs, prior year experience, and current year averages.

Referencing the monthly financial report, Mr. Epstein inquired about the 153% used/rec'd and \$2000 deficit under 4301 SHIP Federal Grant State Health. Ms. Bowers explained that in revenues () means we received more than we budgeted. In this case, we were able to capture an extra \$2,000 in revenue. Other funding sources are received in 1 or 2 large payments during the year to the "year to date percentage received/used" must often be explained individually. Ms. Bowers uses the "Financial Highlights" documents each month at the ADRC Board Meeting to explain any major variances to keep the Board informed.

Ms. Bowers explained that some funding sources, like COP Waiver Meals, are variable as we receive funds only for individuals who are on that program and Brown County HSD has put these in their case plan. Consumers move, discontinue or start meals at a variable rate.

Ms. Bowers reviewed these additional revenues listed on the Financial Report:

- Charges and Fees and their origins: classes, day trips, a subscription for the newsletter, Driver Escort, or an In-Home Worker.
- Sales and Miscellaneous are miscellaneous items include the sale of Candy Bar sales and vending machine items.
- The Parking Revenue is generated from staff paid parking at 331
- Donations include nutrition donations and matching contributions from housing units where there is a meal site. These donations also have to be reinvested in nutrition programs.
- In-kind Services converts volunteer hours of service into an actual wage and used to match grant programs that allow it.

Ms. Bowers reviewed expenses. The highlights included:

Salary & Fringe which is a significant portion of our budget-for many programs “staff” are our service.

- Operating Costs include our Supplies, Maintenance Agreement for software and required reporting, Repairs and Maintenance of Equipment, Marketing, and Rental which is the rent for our nutrition sites at De Pere, Denmark & Pulaski.
- Volunteer Expense is for the recognition of our volunteers and Volunteer Expense Mileage is mileage reimbursement for our Homebound Meal Drivers
- Community Service Incentive is for John’s program where he purchases food cards as incentives for his workers.

Ms. Bowers reviewed County Levy Targets and chargebacks. The ADRC receives an annual Levy Target that is used to support all of our programs. This Target Allocation includes charges that must be paid in return to the County. They include:

- Indirect Costs which are allocated to each department based on the number of staff and the direct costs of doing business based on actual information.
- Information Services charges are for our IT support, Server space, Help Desk, Hardware and limited software support.
- Insurance costs that are part of our liability coverage and workmen’s compensation.
- Facilities charges for County maintenance and service orders for our 300 S. Adams building.

Ms. Bowers reviewed Contracted Services and the expenses incurred monthly on the Financial Report. Each contract is listed with current expenses. Ms. Bowers moved on to Administrative Fees related to auditing and finally Contributions.

Ms. Bowers concluded by indicating that we have a balanced budget illustrating that our revenues match our expense totals.

PRELIMINARY BUDGET REVIEW AND APPROVAL:

- A. POSITION ADDITIONS AND INITIATIVES:** The first position that we are interested in adding is an Administrative Specialist who would act as a bridge between our Support Team and the front desk. We are entertaining the possibility of starting a membership where folks could become a member of the AddLIFE Center for a fee and receive incentives, in return, such as reduced costs for classes or marketing items like a coffee mug. It has become difficult for our front desk to manage the increase in registrations and phone calls. We have implemented a registration phone line that is answered by our Support Team Members to reduce the pressure at the front desk. We hope to purchase software products allowing us to implement registration, bill pay and credit cards online. The Administrative Specialist would benefit all units within our agency. Ms. Christianson included a job description and requested approval for this position to move forward.

The second request is in regards to the Benefit Specialist Assistant. This position requires State approval as it is outside regular core services. This position would draw high levels of Medicaid Funds. The State requires ADRCs to prioritize DBS Services. This position would not require a 4-year degree allowing it to support both Elderly Benefit Specialists (EBS) and Disability Benefit Specialists (DBS). Folks who come into our agency aren’t discriminatory, they just have a need. This position would be able to prescreen consumers who come in, help them with initial applications, like for energy assistance and other things that are basic benefits, and refer them into the benefit unit for detailed support and advocacy. A call center model is being planned within the unit to alleviate front desk call routing and to support the flow of work once this position is added.

The final addition presented for consideration is increasing the Resource Database Specialist Position to full time. This current .5 position maintains all of our 1800 programs listed in the web based community resource database housed on our website. Should this position be

increased, efforts to develop relationships with all of the providers and educating them on new initiatives and regulations could occur. This position would also coordinate outreach events, booths, and presentations that would increase our visibility and communication within the provider community. These increased responsibilities would also include creating our electronic provider newsletter, and written materials for consumers and families.

- B. DRAFT BUDGET:** Ms. Christianson referred committee members to the two handouts for agenda item 5-B, the Preliminary 2014 Budget, included in the committee packet. She explained that there are many unknowns: sequestration, brown county levy target, health insurance premiums, transportation allocation. The budget was constructed considering several of these unknowns and contains conservative estimates to try and anticipate some of the possible reductions. Ms. Christianson has been corresponding with The Office of Resource Center Development (ORCD) to explore the funding opportunity with a Nursing Home Relocation Specialist position and the potential to receive additional state/federal matching funds to make it sum sufficient. In addition, the historical roll out of the Brown County ADRC was different than all other ADRC's. ORCD is exploring if Brown County could receive the full ADRC allocation prior to Family Care's expansion as other ADRC's have. They will let us know. The request to fill the Nursing Home Relocation Specialist position is currently with the County Executive for consideration in 2013. This position has the potential of generating additional Medicaid Administrative funds. Ms. Christianson is asking the Finance & Executive Committee for support to move forward with this position this year.

Ms. Christianson noted that she did put in the 2% increase for staff but the final decision to add this will be made by the County Executive during the budget process. The handout for item 5-B outlines the costs of the position additions and changes. The total additions would put the ADRC \$24,000 over budget. Suggested changes were recommended that could balance the budget: \$14,000 in new staff cost could be covered through net assets as a one-time expense, \$10,000 earmarked in restricted donations to supplement the rural outreach position as this will be funded for only 1 more year. These changes would bring our budget in line. We also hope to create a membership program and room rental fees to generate additional revenue. These changes, additional revenue and potential additional ADRC expansion funding being explored will help balance this conservative budget. We will be getting our County Levy on July 1st. We have talked as a staff about Plan B and the management team is prepared to decide which positions we would not fill should we not have the resources. The full ADRC board will have a more complete picture.

Ms. Brown, N.E.W. Curative, gave a brief presentation on their request. Curative did submit a 0% increase. Ms. Brown explained they increased our Older Americans requests \$3,000, reduced the nutrition request \$3,000 and increased the transportation request around 6,000. This year they anticipate giving away about \$88,000 in adjusted fees. Ms. Brown stated if there were any extra funds they would apply it to reduced fees. Ms. Brown has submitted information on areas they would eliminate should their allocation be reduced.

Ms. Brasch/Ms. Hickey moved to approve the Draft Budget. **MOTION CARRIED.**

SUCH OTHER MATTERS AS ARE ALLOWED BY LAW: None

ANNOUNCEMENTS: None

ADJOURN: Ms. Hickey/Ms. Brasch moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:57 a.m.

Respectfully submitted,
Arlene Westphal, Secretary



ADRC SUMMARY REPORT
Fiscal Year to Date 05/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used / Rec'd	Prior Year YTD
Fund 900 - ADRC							
Department 093 - ADRC							
	REVENUE						
4100	General Property Taxes	852,827.00	.00	426,413.00	426,414.00	50	445,075.00
4301	Federal Grant						
4301.OPC	Federal Grant Options Counseling	.00	.00	.00	.00	+++	10,000.00
4301.IIIB	Federal Grant Title IIIB	169,377.00	14,116.00	77,632.00	91,745.00	46	77,930.00
4301.IIID	Federal Grant Title III-D	12,032.00	748.00	6,840.00	5,192.00	57	5,296.00
4301.IIIE	Federal Grant Title III-E	84,151.00	7,010.00	38,567.00	45,584.00	46	32,305.00
4301.NSIP	Federal Grant Nutrition Service	79,079.00	13,180.00	72,489.00	6,590.00	92	58,333.00
4301.SHIP	Federal Grant State Health	3,800.00	.00	5,800.00	(2,000.00)	153	3,800.00
4301.EBSMA	Federal Grant Elderly Benefits	65,001.00	7,325.00	28,364.00	36,637.00	44	24,829.00
4301.IIIC1	Federal Grant Title III-C-1	376,396.00	31,365.00	172,514.00	203,882.00	46	69,962.00
4301.IIIC2	Federal Grant Title III-C-2	129,731.00	10,811.00	59,460.00	70,271.00	46	39,891.00
4301.MIPPA	Federal Grant Medicare	.00	.00	.00	.00	+++	12,000.00
4301.ADRMA	Federal Grant ADRC - MA	850,000.00	97,939.00	386,040.00	463,960.00	45	183,494.00
	4301 - Federal Grant Totals	\$1,769,567.00	\$182,494.00	\$847,706.00	\$921,861.00	48%	\$517,840.00
4302	State Grant						
4302.EBS	State Grant Elderly Benefits	33,438.00	2,787.00	15,326.00	18,112.00	46	14,212.00
4302.MED	State Grant Medicare Part D	13,112.00	4,093.00	9,010.00	4,102.00	69	9,029.00
4302.SCS	State Grant Senior Community	12,709.00	1,059.00	5,825.00	6,884.00	46	5,561.00
4302.ADRC	State Grant ADRC Grant	1,377,498.00	160,387.00	629,564.00	747,934.00	46	368,790.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	+++	763.00
4302.AFCSP	State Grant Alzheimers Family	84,590.00	7,049.00	38,770.00	45,820.00	46	27,093.00
4302.TRANS	State Grant Transportation	476,570.00	.00	.00	476,570.00	0	.00
4302.COPDM	State Grant Home Delivered	63,468.00	6,176.52	28,404.81	35,063.19	45	28,668.72
	4302 - State Grant Totals	\$2,061,385.00	\$181,551.52	\$726,899.81	\$1,334,485.19	35%	\$454,116.72
4600	Charges and Fees						
4600.100	Charges and Fees Caregiver	.00	.00	10.00	(10.00)	+++	.00
4600.200	Charges and Fees Senior Classes	18,000.00	165.00	1,012.00	16,988.00	6	4,534.35



ADRC SUMMARY REPORT

Fiscal Year to Date 05/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
4600.210	Charges and Fees Day Trips	.00	1,785.00	10,678.50	(10,678.50)	+++	5,717.50
4600.230	Charges and Fees Exercise Room	.00	17.00	135.50	(135.50)	+++	113.00
4600.250	Charges and Fees Newsletter	2,800.00	400.00	1,615.00	1,185.00	58	1,860.00
4600.500	Charges and Fees Prevention	.00	110.00	1,797.75	(1,797.75)	+++	2,440.99
4600.600	Charges and Fees Driver Escort	3,000.00	169.00	805.00	2,195.00	27	605.00
4600.610	Charges and Fees In-home	.00	24.00	347.00	(347.00)	+++	252.00
4600.700	Charges and Fees Community	5,000.00	1,085.00	4,145.00	855.00	83	5,175.00
4600 - Charges and Fees Totals		\$28,800.00	\$3,755.00	\$20,545.75	\$8,254.25	71%	\$20,697.84
4601 Sales							
4601	Sales	.00	.00	30.00	(30.00)	+++	220.00
4601.300	Sales Vending	.00	83.50	346.51	(346.51)	+++	224.70
4601.500	Sales Seroogy's	.00	52.50	279.85	(279.85)	+++	131.00
4601.800	Sales Raffle	.00	.00	57.00	(57.00)	+++	12.00
4601 - Sales Totals		\$0.00	\$136.00	\$713.36	(\$713.36)	+++	\$587.70
4900 Miscellaneous							
4900	Miscellaneous	4,500.00	210.12	328.00	4,172.00	7	37.87
4900.100	Miscellaneous Soda/Recycled	4,500.00	177.90	696.30	3,803.70	15	582.75
4900.200	Miscellaneous Copy Machine	.00	.00	32.06	(32.06)	+++	.00
4900.300	Miscellaneous Parking Revenue	.00	15.00	75.00	(75.00)	+++	75.00
4900 - Miscellaneous Totals		\$9,000.00	\$403.02	\$1,131.36	\$7,868.64	13%	\$695.62
4901 Donations							
4901.100	Donations General	.00	1,010.18	2,651.53	(2,651.53)	+++	632.00
4901.110	Donations Memorial/Restricted	40,000.00	500.00	1,625.00	38,375.00	4	5,580.00
4901.200	Donations Coffee	.00	66.62	268.29	(268.29)	+++	513.34
4901.300	Donations Housing Units	11,660.00	.00	3,266.25	8,393.75	28	4,008.90
4901.310	Donations Participants-	102,913.00	6,872.65	24,338.79	78,574.21	24	14,944.06
4901.330	Donations Building	2,000.00	162.00	1,363.00	637.00	68	1,614.50
4901.410	Donations Medical Equipment	.00	60.00	195.00	(195.00)	+++	1,567.88
4901.520	Donations Home Delivered Meals	175,231.00	16,938.02	84,315.51	90,915.49	48	98,262.51



ADRC SUMMARY REPORT

Fiscal Year to Date 05/31/13

Include Rollover Account and Rollover to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
4903	4901 - Donations Totals	\$331,804.00	\$25,609.47	\$118,023.37	\$213,780.63	36%	\$127,123.19
	In-kind Services						
4903.IIIB	In-kind Services Services III-B	.00	.00	15,346.83	(15,346.83)	+++	14,020.30
4903.IIIC1	In-kind Services III-C-1 Cong	.00	.00	16,056.88	(16,056.88)	+++	22,076.40
4903.IIIC2	In-kind Services III-C-2	.00	.00	32,457.84	(32,457.84)	+++	20,695.83
4903.IIIEC	In-kind Services III-E-Chore	.00	.00	3,298.40	(3,298.40)	+++	4,171.08
4903.IIIEH	In-kind Services III-E	.00	.00	8,048.10	(8,048.10)	+++	10,177.42
4903.IIIEP	In-kind Services III-E Personal Care	.00	.00	1,847.11	(1,847.11)	+++	2,335.80
	4903 - In-kind Services Totals	\$0.00	\$0.00	\$77,055.16	(\$77,055.16)	+++	\$73,476.83
4905	Interest	2,800.00	63.80	310.20	2,489.80	11	840.37
	REVENUE TOTALS	\$5,056,183.00	\$394,012.81	\$2,218,798.01	\$2,837,384.99	44%	\$1,640,453.27

5100	Regular Earnings	2,013,000.00	216,815.32	720,238.62	1,292,761.38	36	625,372.48
5102	Paid Leave Earnings						
5102	Paid Leave Earnings	.00	15,511.61	67,984.79	(67,984.79)	+++	69,345.30
5102.100	Paid Leave Earnings	.00	.00	(26.20)	26.20	+++	(3,484.51)
	5102 - Paid Leave Earnings Totals	\$0.00	\$15,511.61	\$67,958.59	(\$67,958.59)	+++	\$65,860.79
5103	Premium	.00	.00	.00	.00	+++	672.55
5110	Fringe Benefits						
5110	Fringe Benefits	6,129.00	.00	.00	6,129.00	0	.00
5110.100	Fringe Benefits FICA	147,955.00	16,645.72	55,502.51	92,452.49	38	48,337.20
5110.110	Fringe Benefits Unemployment	15,805.00	1,586.86	9,797.16	6,007.84	62	9,103.69
5110.200	Fringe Benefits Health Insurance	500,169.00	36,221.08	170,084.39	330,084.61	34	172,005.40
5110.210	Fringe Benefits Dental Insurance	41,389.00	2,932.94	14,303.90	27,085.10	35	13,857.97
5110.220	Fringe Benefits Life Insurance	1,953.00	53.66	241.54	1,711.46	12	288.94
5110.230	Fringe Benefits LT disability	6,990.00	571.60	2,858.00	4,132.00	41	2,724.24
5110.235	Fringe Benefits ST disability	2,390.00	.00	.00	2,390.00	0	.00



ADRC SUMMARY REPORT

Fiscal Year to Date 05/31/13

Brown County
Aging & Disability Resource Center

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5110.240	Fringe Benefits Workers	4,372.00	(14.39)	.00	4,372.00	0	.00
5110.300	Fringe Benefits Retirement	158,411.00	17,182.20	59,548.69	98,862.31	38	49,779.49
5110 - Fringe Benefits Totals		\$885,563.00	\$75,179.67	\$312,336.19	\$573,226.81	35%	\$296,096.93
5300 Supplies							
5300	Supplies	.00	(97.92)	506.95	(506.95)	+++	4,752.87
5300.001	Supplies Office	16,000.00	400.64	3,511.63	12,488.37	22	4,461.32
5300.002	Supplies Kitchen	25,500.00	2,066.67	10,302.84	15,197.16	40	6,394.64
5300.004	Supplies Postage	19,380.00	.00	4,237.61	15,142.39	22	5,332.96
5300.100	Supplies Caregiver	3,500.00	.00	.00	3,500.00	0	.00
5300.200	Supplies Program Operations	15,000.00	702.85	2,413.20	12,586.80	16	3,635.47
5300.400	Supplies Equipment	.00	(134.68)	549.90	(549.90)	+++	24.98
5300.410	Supplies Medical Equipment	.00	709.07	915.62	(915.62)	+++	.00
5300.510	Supplies Prevention	2,800.00	228.25	925.13	1,874.87	33	.00
5300.600	Supplies Obligated	.00	22,799.43	24,009.91	(24,009.91)	+++	384.50
5300 - Supplies Totals		\$82,180.00	\$26,674.31	\$47,372.79	\$34,807.21	58%	\$24,986.74
5304	Printing	4,000.00	161.77	236.80	3,763.20	6	3,112.45
5305	Dues and Memberships	2,800.00	.00	615.00	2,185.00	22	555.00
5306 Maintenance Agreement							
5306	Maintenance Agreement	.00	.00	.00	.00	+++	2,283.58
5306.100	Maintenance Agreement	27,230.00	292.05	16,878.17	10,351.83	62	15,003.67
5306 - Maintenance Agreement Totals		\$27,230.00	\$292.05	\$16,878.17	\$10,351.83	62%	\$17,287.25
5307 Repairs and Maintenance							
5307.300	Repairs and Maintenance	18,237.00	727.12	5,613.83	12,623.17	31	15,277.32
5307.301	Repairs and Maintenance Atrium	1,763.00	232.82	840.10	922.90	48	651.10
5307.400	Repairs and Maintenance	11,490.00	174.21	2,041.22	9,448.78	18	.00
5307 - Repairs and Maintenance Totals		\$31,490.00	\$1,134.15	\$8,495.15	\$22,994.85	27%	\$15,928.42
5311	Marketing	2,000.00	665.56	1,674.16	325.84	84	315.00
5313	Recruitment	2,000.00	.00	10.00	1,990.00	0	702.35
5314	Background Check	750.00	.00	245.00	505.00	33	126.00
5320	Rental	12,398.00	1,449.00	5,373.00	7,025.00	43	5,018.00



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Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5330	Books, Periodicals, subsc	3,000.00	.00	527.95	2,472.05	18	1,222.14
5331	Newsletter	1,500.00	.00	.00	1,500.00	0	10.00
5340	Travel	8,800.00	954.46	2,218.59	6,581.41	25	3,416.07
5341	Training						
5341	Training	12,200.00	611.13	1,743.31	10,456.69	14	1,062.83
5341.100	Training Caregiver	.00	.00	.00	.00	+++	30.00
	5341 - Training Totals	\$12,200.00	\$611.13	\$1,743.31	\$10,456.69	14%	\$1,092.83
5342	Conference	.00	350.00	800.00	(800.00)	+++	65.00
5366	Volunteer Expense						
5366	Volunteer Expense	2,000.00	212.03	302.06	1,697.94	15	665.50
5366.110	Volunteer Expense Mileage	35,034.00	2,419.76	10,688.27	24,345.73	31	12,132.10
	5366 - Volunteer Expense Totals	\$37,034.00	\$2,631.79	\$10,990.33	\$26,043.67	30%	\$12,797.60
5367	Wellness	.00	(15.00)	259.50	(259.50)	+++	95.00
5368	Support Group						
5368.100	Support Group Caregiver	.00	.00	10.00	(10.00)	+++	.00
	5368 - Support Group Totals	\$0.00	\$0.00	\$10.00	(\$10.00)	+++	\$0.00
5369	Community Service						
5369.300	Community Service Incentive	1,200.00	.00	687.00	513.00	57	800.00
	5369 - Community Service Totals	\$1,200.00	\$0.00	\$687.00	\$513.00	57%	\$800.00
5390	Miscellaneous						
5390	Miscellaneous	2,550.00	759.95	759.95	1,790.05	30	390.00
5390.100	Miscellaneous Soda	4,500.00	119.60	542.80	3,957.20	12	599.00
5390.200	Miscellaneous Coffee	.00	.00	1,104.53	(1,104.53)	+++	1,350.28
5390.300	Miscellaneous Vending	.00	.00	289.07	(289.07)	+++	233.03
	5390 - Miscellaneous Totals	\$7,050.00	\$879.55	\$2,696.35	\$4,353.65	38%	\$2,572.31
5392	Service Fees	4,500.00	233.39	1,094.68	3,405.32	24	1,825.26
5395	Equipment - nonoutlay						
5395	Equipment - nonoutlay	7,500.00	.00	.00	7,500.00	0	7,103.48
5395.410	Equipment - nonoutlay Medical	3,200.00	.00	139.90	3,060.10	4	1,606.99



ADRC SUMMARY REPORT

Fiscal Year to Date 05/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5395.420	Equipment - nonoutlay	7,950.00	.00	11,786.00	(3,836.00)	148	1,278.39
5395.900	Equipment - nonoutlay Board	8,000.00	.00	2,291.50	5,708.50	29	.00
	5395 - Equipment - nonoutlay Totals	\$26,650.00	\$0.00	\$14,217.40	\$12,432.60	53%	\$9,988.86
5410	Insurance						
5410.105	Insurance Volunteer	2,600.00	.00	.00	2,600.00	0	2,085.30
5410.110	Insurance 331 S Adams	1,303.00	1,213.00	1,213.00	90.00	93	1,288.00
5410.115	Insurance 403 (B) Liability	.00	.00	166.67	(166.67)	+++	.00
	5410 - Insurance Totals	\$3,903.00	\$1,213.00	\$1,379.67	\$2,523.33	35%	\$3,373.30
5500	Utilities	24,000.00	2,128.02	11,840.69	12,159.31	49	10,726.48
5505	Telephone	2,500.00	22.08	561.94	1,938.06	22	1,412.33
5600	Indirect Cost	89,117.00	.00	44,559.00	44,558.00	50	47,914.00
5601	County Services						
5601.100	County Services Information	170,610.00	.00	85,303.00	85,307.00	50	67,433.00
5601.200	County Services Insurance	8,742.00	.00	6,558.00	2,184.00	75	5,767.00
5601.400	County Services Copy Center	2,200.00	.00	.00	2,200.00	0	.00
5601.500	County Services Facilities	15,000.00	.00	8,600.00	6,400.00	57	8,575.00
	5601 - County Services Totals	\$196,552.00	\$0.00	\$100,461.00	\$96,091.00	51%	\$81,775.00
5700	Contracted Services						
5700.080	Contracted Services Temp	.00	.00	.00	.00	++	2,471.04
5700.100	Contracted Services Curative Site	30,489.00	2,541.00	12,705.00	17,784.00	42	12,275.00
5700.110	Contracted Services DePere Site	38,819.00	7,766.25	7,766.25	31,052.75	20	7,576.01
5700.200	Contracted Services Senior Aide	7,500.00	.00	1,500.00	6,000.00	20	2,721.00
5700.210	Contracted Services Day Trips	.00	5,162.00	5,762.00	(5,762.00)	+++	590.00
5700.300	Contracted Services Veterans	7,000.00	.00	1,306.80	5,693.20	19	872.42
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	+++	908.24
5700.500	Contracted Services Prevention	.00	.00	.00	.00	+++	1,454.47
5700.600	Contracted Services Older	359,883.00	29,990.00	149,950.00	209,933.00	42	151,850.00
	5700 - Contracted Services Totals	\$443,691.00	\$45,459.25	\$178,990.05	\$264,700.95	40%	\$180,718.18
5701	Transportation						
5701.001	Transportation Management	.00	36.41	148.01	(148.01)	+++	99.95

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5701.100	Transportation Red Cross	307,021.00	25,585.00	127,925.00	179,096.00	42	127,925.00
5701.200	Transportation Curative	184,628.00	15,386.00	76,930.00	107,698.00	42	75,455.00
5701.300	Transportation Dept of Human	61,551.00	.00	.00	61,551.00	0	.00
5701.500	Transportation Salvation Army	9,900.00	.00	2,573.57	7,326.43	26	5,310.54
5701.600	Transportation Driver Escort	12,000.00	580.23	2,863.63	9,136.37	24	1,825.01
5701.700	Transportation Oneida	3,600.00	900.00	1,800.00	1,800.00	50	1,800.00
	5701 - Transportation Totals	\$578,700.00	\$42,487.64	\$212,240.21	\$366,459.79	37%	\$212,415.50
5714	Accounting and Auditing	7,750.00	2,500.00	7,250.00	500.00	94	5,063.50
5725	Food Service	526,517.00	34,308.68	168,647.17	357,869.83	32	176,149.50
	Administrative Fees						
5751.001	Administrative Fees	4,358.00	184.00	875.00	3,483.00	20	516.75
	5751 - Administrative Fees Totals	\$4,358.00	\$184.00	\$875.00	\$3,483.00	20%	\$516.75
5784	Interpreter Services	3,000.00	10.00	304.00	2,696.00	10	309.00
	Donated Items						
5803.100	Donated Items Personnel	.00	.00	9,140.95	(9,140.95)	+++	6,688.50
5803.110	Donated Items Mileage	.00	.00	2,823.46	(2,823.46)	+++	1,568.53
5803.300	Donated Items Rent	.00	.00	3,500.00	(3,500.00)	+++	3,500.00
5803.500	Donated Items Congregate	.00	.00	14,446.88	(14,446.88)	+++	16,489.95
5803.510	Donated Items HDM	.00	.00	27,744.38	(27,744.38)	+++	21,213.75
5803.700	Donated Items Title III-E	.00	.00	13,193.61	(13,193.61)	+++	16,684.30
5803.900	Donated Items Other	.00	.00	6,205.88	(6,205.88)	+++	7,331.80
	5803 - Donated Items Totals	\$0.00	\$0.00	\$77,055.16	(\$77,055.16)	+++	\$73,476.83
5850	Contribution	2,000.00	17.00	149.32	1,850.68	7	608.15
5905	Lease Payments	8,750.00	583.00	2,332.00	6,418.00	27	2,915.00
	EXPENSE TOTALS	\$5,056,183.00	\$472,441.43	\$2,023,323.79	\$3,032,859.21	40%	\$1,887,292.55
	Grand Totals						
	REVENUE TOTALS	5,056,183.00	394,012.81	2,218,798.01	2,837,384.99	44	1,640,453.27
	EXPENSE TOTALS	5,056,183.00	472,441.43	2,023,323.79	3,032,859.21	40	1,887,292.55
	Grand Totals	\$0.00	(\$78,428.62)	\$195,474.22	(\$195,474.22)		(\$246,839.28)